



**Civil Service  
Retirement System**

Standard Form 2801  
Revised January 1990  
Previous editions are not usable  
  
U.S. Office of Personnel Management  
FPM Supplement 830-1

## **Application for Immediate Retirement Under the Civil Service Retirement System**

*Includes Information, Instructions,  
and Most Necessary Forms*

### **INTRODUCTION**

If you are a current Federal or postal employee covered by the Civil Service Retirement System, and you wish to apply for retirement with immediate annuity (annuity commencing within one month after the date of separation on which title to annuity is based), this package is for you! (If you are covered by the Federal Employees Retirement System, you must use SF 3107 to apply for an immediate annuity.)

*Do not use this package, or the forms it contains to apply for deferred annuity.* If you want to apply for a deferred annuity (generally beginning at age 62), you should request an application from the Office of Personnel Management, Civil Service Retirement System, Employee Service and Records Center, Boyers, PA 16017.

The information and forms in this package are current as of January 1990. Information about any changes which may have occurred since that time should be added to this package by your agency.

Keep the information section of this booklet for future reference.

### **WHERE TO OBTAIN ADDITIONAL INFORMATION**

This package presents basic retirement information about matters affecting most retiring employees. If you have questions about Civil Service retirement, ask your employing office for assistance.

### **GENERAL INFORMATION**

This package contains the following:

- 1) A summary of basic eligibility requirements for Civil Service retirement.
- 2) Instructions for the completion and submission of the SF 2801, SF 2801-2, and SF 2801-3 (see items 4, 5, and 6, below).
- 3) Additional information about retirement, including:
  - Filing your application, page 8
  - What happens after you file your retirement application, page 8
  - What to do if your address changes before processing is completed, page 8
  - How to have your annuity payments sent to a bank or financial organization, page 9
  - Cost of living increases, page 9
  - Payment and accrual of annuities, page 9
  - Computation of annuities, page 9

- 4) SF 2801, Application for Immediate Retirement, to be completed and signed by the retiring employee.
- 5) SF 2801-2, Spouse's Consent to Survivor Election, to be completed by the retiring employee, his or her current spouse, and a notary public (or other person authorized to administer oaths) in cases where a married retiree elects less than the maximum survivor annuity for the spouse.
- 6) SF 2801-3, Election of Former Spouse Survivor Annuity or Combination Current/Former Spouse Annuity, to be completed by the retiring employee if he or she elects a survivor annuity for a former spouse.
- 7) Schedules A, B, and C, to be completed by the retiring employee if he or she has (1) active duty military service, or (2) has ever applied for military retired pay and/or pension or compensation from the Department of Veterans Affairs (formerly the Veterans Administration) in lieu of military retired pay, or (3) has ever applied for compensation benefits from the Office of Workers' Compensation Programs, U.S. Department of Labor
- 8) SF 2801-1, Certified Summary of Federal Service, to be completed by the employing agency and signed by the applicant after review.
- 9) Agency Checklist of Immediate Retirement Procedures, to be completed by the employing agency, and to the extent possible, reviewed by the retiring employee, to help assure completeness and correctness of the submission.

### **ELIGIBILITY FOR RETIREMENT**

#### **GENERAL REQUIREMENTS**

A minimum of 5 years of civilian service is required. In addition, except for retirement because of disability, an employee must have been subject to the retirement law for at least 1 out of the last 2 years before the separation on which retirement is based.

#### **ADDITIONAL REQUIREMENTS**

1. **Optional retirement based on age and service.** An immediate annuity is payable to an employee upon separation if he or she has at least:
  - (a) 5 years of civilian service and has reached age 62, or
  - (b) 20 years of service and has reached age 60, or
  - (c) 30 years of service and has reached age 55.
2. **Retirement based on involuntary separation.** An immediate annuity is payable to an employee upon involuntary separation, not for cause, if he or she has at least:
  - (a) 20 years of service and has reached age 50, or
  - (b) 25 years of service, regardless of age.

Employees who decline a reasonable offer of another position are not eligible for retirement based on involuntary separation. Generally, a "reasonable offer" is a written offer of another position that is no more than the equivalent of two grades or pay levels below your current grade or pay level for which you are qualified in your agency (including any agency to which your function is transferred) and within your commuting area (unless you are under a geographic mobility agreement).

3. **Early optional retirement based on major RIF authorization.** An immediate annuity is payable to an employee upon optional separation during a specified period of time, from service in specific geographic locations, occupations, and/or organizations, if the Office of Personnel Management (OPM) determines that an agency is undergoing a major reduction-in-force, major

reorganization, or major transfer of function. The employee must have at least:

- (a) 20 years or creditable service, and have reached age 50, or
- (b) 25 years of service, regardless of age.

OPM will approve an agency's request for voluntary early retirement authority only if a major reorganization, reduction in force, or transfer of function will result in a significant number of employees being separated or immediately reduced in pay.

4. **Retirement based on law enforcement or firefighting service.**

An employee:

- whose duties are primarily the investigation, apprehension, or detention of individuals suspected or convicted of offenses under Federal criminal laws, or
- whose primary duties involve the control and extinguishment of fires or the maintenance and use of firefighting equipment or apparatus, or
- who is transferred to a qualifying supervisory or administrative position, from a position whose duties were primarily law enforcement or firefighting duties as described above,

may receive an immediate annuity if he or she has at least 20 years of such law enforcement or firefighting service, has reached age 50, and meets certain other requirements. You may obtain additional information concerning this type of retirement from your employing agency.

5. **Retirement based on service as a Member of Congress, congressional employee, Air Traffic Controller, under provisions of the Panama Canal Treaty, or under other special provisions.** These types of retirement involve special requirements. Information should be requested from your employing agency.

6. **Retirement based on disability.** An immediate annuity is payable to an employee who has at least 5 years of civilian service and who, while employed subject to the retirement system, has become disabled, because of disease or injury, for useful and efficient service in his or her position and any vacant position within the agency and commuting area at the same grade or pay level for which he or she is qualified for reassignment. (A postal service employee is not considered qualified for reassignment if the reassignment is to a position in a different craft or is inconsistent with the terms of a collective bargaining agreement covering the employee.)

If you are applying for disability retirement you will need to complete additional forms. Ask your agency for the disability documentation package (SF 2824). An application for disability retirement must be received by OPM within 1 year of your date of separation.

7. **Deferred Retirement.** A deferred annuity, beginning at age 62, is payable to an employee who has completed at least 5 years of civilian service and who is separated for any reason, or who is transferred to a position which is under another retirement system. Do not use this package to apply for a deferred annuity.

**Instructions for Completing Application for Immediate Retirement**

Type or print clearly. If you need more space in any section, use a plain piece of paper with your name, date of birth, and Social Security number written at the top. If you do not know an answer write "unknown". If you are unsure of information (for example, if you do not know an exact date), answer to the best of your ability, followed by a question mark (?).

The following additional information should help you to answer those questions on the application which are not entirely self-explanatory.

**SECTION A - IDENTIFYING INFORMATION**

Item 2: List other names under which you have been employed in the Federal government (such as a maiden name). This will help us locate and identify records maintained under such names.

Item 3: Enter the address to which you want your annuity payments to be mailed, providing full street numbers, apartment numbers, ZIP code, etc. If you want your annuity payments sent to your bank, do not enter the bank address. Instead, provide us with your correspondence mailing address to which we can send your annuity payments and correspondence until we receive the information we need from your bank to send your annuity payments by direct deposit. Please refer to "How to Have Your Annuity Payments Sent to a Bank or Financial Organization," page 9, for additional information.

Item 4: Give a telephone number where you can be reached after you retire, in case more information is needed.

Item 5: Give your date of birth, showing the month then the day, then the year. Your retirement records are filed by your name and date of birth.

Item 6: Enter your Social Security number. The Treasury Department requires us to report, by Social Security number, the amount paid to each annuitant.

**SECTION B - FEDERAL SERVICE**

Item 2: Enter the date of your separation for retirement. (Leave blank if applying for disability retirement and not yet separated.)

Item 4: Indicate whether or not you have performed active duty that terminated under honorable conditions in the armed services or other uniformed services of the United States, including the following:

- (a) Army, Navy, Marine Corps, Air Force or Coast Guard of the United States.
- (b) Regular Corps or Reserve Corps of the Public Health Service after June 30, 1960.
- (c) Commissioned Officer of the National Oceanic and Atmospheric Administration (formerly Coast and Geodetic Survey and Environmental Science Services Administration) after June 30, 1961.

If you have performed such service, complete and attach Schedule A, furnishing the requested information for each period of active duty. We need information about your active duty military service so that we can compare your claim with other records and request verification of any military service you claim which is not verified. This assures that you are credited with the correct amount of active military service.

**POST - 1956 MILITARY SERVICE**

If you performed military service on or after January 1, 1957, you may pay a deposit of 7% of your military basic pay (plus interest, if applicable) to cover that service. **The military service deposit must be paid to your agency while you are still employed.** If the deposit is not paid, your post 1956 military service will be credited as described below.

**If you were first employed in a position subject to civil service retirement before October 1, 1982:**

If you do not make the deposit and you are eligible for Social Security benefits at age 62, your annuity will be recomputed (at age 62) to eliminate credit for the post- 1956 military service. (If you are age 62 or over when you retire and are eligible for Social Security benefits, no credit for post-1956 military service will be allowed in the computation of your annuity unless you pay the deposit before you separate.)

**If you were first employed in a position subject to civil service retirement on or after October 1, 1982:**

You will not receive any retirement credit for your post- 1956 military service if you do not make the deposit for it before you separate.

If you have questions concerning the crediting of your post-1956 military service and how to make the deposit, contact your employing agency. Also, see "How Annuities Are Computed" which begins on page 9.

- Item 5: If you are receiving, or have applied for, any form of military retired pay, and/or pension or compensation from the Department of Veterans Affairs (DOVA) in lieu of military retired pay, answer "yes" to Item 5, then complete and attach Schedule B - Military Retired Pay. (Important: Military retired pay includes disability pay and reserve retainer pay.)

This information is needed to assure correct credit for military service. Receipt of military retired pay or pension or compensation from the Department of Veterans Affairs in lieu of military retired pay may affect the computation of your annuity rate. You cannot receive retirement credit for military service if you receive military retired pay unless you were awarded the retired pay (a) due to a disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war, or (b) under the provisions of Chapter 67, title 10, U.S.C. (pertaining to retirement from a reserve component of the Armed Forces).

If you are waiving military retired pay for civil service retirement purposes, your agency can help you prepare your request for waiver. Attaching a copy of your waiver request, and a copy of the finance center acknowledgment (if available) to your application, may help us to process your claim more quickly. (Even if you have already waived your military retired pay to receive benefits from the Department of Veterans Affairs, you also need to file a waiver of your military retired pay for civil service retirement purposes.)

**SECTION C - MARITAL INFORMATION**

- Item 1: Indicate whether or not you are married now. If you are married, also complete Items 1 a-f with information about your current marriage. Information about your marital status and your spouse is necessary to assure that you get the survivor election that you want and to which you are entitled by law.
- Item 1f: If you were married by a clergyman or justice of the peace, check that box. If not, check the box marked "other" and explain how, or by whom, you were married.
- Item 2: **You must complete this item.** Indicate whether or not you have a former spouse from whom you were divorced on or after May 7, 1985, and to whom a court order gives a survivor annuity.

If you answer yes, attach a certified copy of the court order/divorce decree in its entirety and any attachments or amendments. **Failure to complete this item will delay the processing of your application.**

**SECTION D - ANNUITY ELECTION**

Read "Important Information About Annuity Election," page 4, before making your election.

- Box 1: If you initial either Box 1a or Box 1b, your wife or husband will receive a survivor annuity upon your death. The amount of this survivor annuity, and the amount of the reduction in your annuity to provide this benefit, will depend on which election you initial. For information on the effect of court orders on your spouse's eligibility to receive survivor benefits, see "Important Information About Annuity Election."

- Box 1a: If you initial Box 1a your spouse's survivor annuity upon your death will be 55% of ALL of your annuity. Your annuity will be reduced by 2-1/2% of the first \$3,600 and 10% of the remainder of your annual annuity to provide this benefit upon your death.

- Box 1b: If you initial Box 1b, your spouse's survivor annuity upon your death will be 55% of the annual amount you specify in the blank space (which must be less than the full amount of your annual annuity). Your annuity will be reduced by 2-1/2% of the first \$3,600 and 10% of any additional amount you specify.

*If you initial Box 1b, you must complete and attach SF 2801-2, Spouse's Consent to Survivor Election, to your application. The law requires consent of the spouse if a married person elects less than the maximum survivor benefits.*

- Box 2: If you initial Box 2 you will receive an annuity payable only during your lifetime, without monthly survivor annuity for your spouse. All retiring employees, married and unmarried, may choose this type of annuity. However, you should review carefully all information provided before making your election.

*If you are married at retirement, and choose this type of annuity, you must also complete and attach to your application SF 2801-2, Spouse's Consent to Survivor Election. The law requires that your spouse consent if you elect less than maximum survivor benefits.*

- Box 3: If you initial Box 3, you must complete and attach SF 2801-3, Election of Former Spouse Survivor Annuity or Combination Current/Former Spouse Annuity, to your application. Read the information at the bottom of SF 2801-3 before making your election. *If you are married and initial Box 3, you must also complete and attach SF 2801-2, Spouse's Consent to Survivor Election, to your application.*

If you initial Box 3, after your death the person(s) you elect will receive the percentage of the annuity you select. Your annuity will be reduced by 2-1/2% of the first \$3,600 and 10% of the remainder as you specify.

- Box 4: If you initial Box 4, a person selected by you, who has an insurable interest in you, will receive a survivor annuity upon your death. Insurable interest exist if the person named may reasonably expect to derive financial benefit from your continued life (such as a former spouse or a close relative).

To choose this type of annuity, you must provide medical documentation showing that you are in good health. You are responsible for arranging and paying the costs of the

medical examination. The medical report of the examination should be attached to your retirement application. You will be notified if additional evidence is required. NOTE: If you are retiring on the basis of disability, you are not eligible to choose this type of annuity.

You may elect this insurable interest survivor annuity in addition to a regular survivor annuity for a current or former spouse. However, if the person you select to receive the insurable interest survivor annuity is your current spouse, you must both waive the current spouse annuity by completing and attaching SF 2801-2 to your application. (Your current spouse cannot receive both a regular survivor annuity and an insurable interest survivor annuity.) If you elect the insurable interest annuity for a current spouse because a court order awards (or you have elected) the regular survivor annuity to a former spouse, the insurable interest election for your current spouse can be converted to a current spouse annuity if the former spouse loses entitlement to the regular annuity through death or remarriage prior to reaching age 55. The marriage duration requirement (see item c. below) does not apply to insurable interest annuities.

If you choose to provide an insurable interest survivor annuity, the amount of the reduction in your annuity will depend upon the difference between your age and the age of the person named as survivor annuitant, as shown in the table below. The survivor's rate will be 55% of your reduced annuity.

Age of Person Named in Relation to that of Retiring Employee	Reduction in Annuity of Retiring Employee
Older, same age, or less than 5 years younger	10%
5 but less than 10 years younger	15%
10 but less than 15 years younger	20%
15 but less than 20 years younger	25%
20 but less than 25 years younger	30%
25 but less than 30 years younger	35%
30 or more years younger	40%

#### IMPORTANT INFORMATION ABOUT ANNUITY ELECTION

- a. **Married employees.** If you are married at retirement and do not indicate your annuity election or your spouse does not consent to an election of less than the maximum survivor annuity, your application will be processed on the basis of maximum survivor benefits for your spouse. (see item below).
- b. **Spousal Consent Requirement.**
  - (1) If you are married and you do not elect to provide the maximum survivor annuity benefit for your spouse by initialing box 1a of the application, you must attach a completed SF 2801-2, Spouse's Consent to Survivor Election. This is required even if a former spouse will be awarded a survivor annuity by court order. See below under item e.
  - (2) OPM may waive the spousal consent requirement if you show that your spouse's whereabouts cannot be determined. A request for waiver on this basis must be accompanied by:
    - A judicial determination that your spouse's whereabouts cannot be determined; OR

Affidavits by you and two other persons, at least one of whom is not related to you, attesting to the inability to locate the current spouse and starting the efforts made to locate the spouse. You must also give documentary evidence, such as tax returns filed separately or newspaper stories about the spouse's disappearance.

- (3) OPM may also waive the spousal consent requirement if you present a judicial determination regarding the current spouse that would warrant waiver of the consent requirement based on exceptional circumstances. (Illness or injury of the retiring employee is not justification for waiving the spousal consent requirement.)

- c. **Marriage Duration Requirement.** To be eligible for a survivor annuity after your death, your widow(er) must have been married to you for a total of at least 9 months or be a parent of your child, provided all other requirements are met. The marriage duration requirement does not apply if your death is accidental.

- d. **Survivor Annuity for Children.** The eligibility of your children for survivor annuity after your death does not depend on your marital status or the type of annuity you elect. Your unmarried dependent children may qualify for survivor annuity until age 18. Benefits may be payable to an unmarried child after age 18 if the child is a full-time student at a recognized educational institution or is incapable of self-support due to a disability incurred before age 18. (Benefits for a student child are generally not payable after the child attains age 22.)

- e. **Court-Ordered Former Spouse Annuities.** If your annuity begins on or after May 7, 1985, and a qualifying court order gives (awards or requires you to provide) a survivor annuity to a former spouse from whom you were divorced on or after that date, OPM must honor the terms of the court order, except as discussed below. Your annuity will be reduced to provide the survivor annuity for the former spouse if he or she is eligible for this benefit. However, a former spouse cannot receive a survivor annuity by court order unless:

- 1) He or she was married to you for at least 9 months;
- 2) You have at least 18 months of service subject to retirement deductions; and
- 3) He or she has not remarried before reaching age 55.

If you are married and a court has awarded a survivor annuity to a former spouse, see item g, below, which explains how you can protect your current spouse's future survivor annuity rights.

- f. **Electing a Survivor Annuity For a Former Spouse or a Combination of Survivor Annuities For Current and Former Spouses.**

- (1) To make a former spouse annuity election, you must have been married to the person for a total of at least 9 months and you must have at least 18 months of service that was subject to retirement deductions. A former spouse who marries again before reaching age 55 is not eligible for a former spouse survivor annuity.
- (2) You may elect to provide a survivor annuity for more than one former spouse whether or not you are married. If you are married, you may elect a survivor annuity for your current spouse as well as a survivor annuity for one or more former spouses. However, the total of the survivor annuities may not exceed 55% of your unreduced annuity. Also, if you are married, you must have your spouse's consent if you do not elect the maximum current spouse survivor annuity.

- (3) To elect a reduced annuity to provide a survivor annuity to a former spouse or a combination of survivor annuities for current and former spouse(s), complete and attach SF 2801-3, Election of Former Spouse Survivor Annuity or Combination Current/Former Spouse Annuity.

**g. Electing a Survivor Annuity For a Current Spouse When a Court Order Gives a Survivor Annuity to a Former Spouse.**

- (1) If a court order has given a survivor annuity to a former spouse, you must make your election concerning a survivor annuity for your current spouse as if there were no court-ordered former spouse annuity. By electing the maximum survivor benefits for your current spouse at retirement you can protect your spouse's rights in case your former spouse loses entitlement in the future (because of remarriage before age 55 or death). You can do this because, since OPM must honor the terms of the court order, you are not required to ELECT a survivor annuity for the former spouse. (Note: The election you make now regarding a survivor annuity for your current spouse cannot be changed except as explained in "Annuity Election Changes After Retirement.") The following paragraphs explain in more detail how your election at the time of retirement can affect your current spouse's future rights if the court has given a survivor annuity to a former spouse.
- (2) If a court order gives a survivor annuity to a former spouse, your annuity will be reduced to provide it. If you elect a full or partial survivor annuity for your current spouse (or another former spouse), your annuity will be reduced no more than it would be to provide a survivor annuity equal to 55% of your unreduced annuity.
- (3) If you die before your current and former spouse, the total amount of the survivor annuities paid cannot exceed 55% of your annuity and OPM must honor the terms of the court order before it can honor your election. The former spouse having the court-ordered survivor benefit would receive an annuity according to the terms of the court order.
- (4) If the court order gives the maximum survivor annuity to the former spouse, your widow(er) would receive no survivor annuity until the former spouse loses entitlement. Then your widow(er) would receive a survivor annuity according to your election.
- (5) If the court order gives less than the maximum survivor annuity to the former spouse, your widow(er) would receive an annuity no greater than the difference between the court-ordered survivor annuity and 55% of your annuity. However, if the former spouse loses entitlement to the survivor annuity (through remarriage before age 55 or death), your widow(er)'s survivor annuity would be increased to the amount you elected.

For example, if there is a court-ordered former spouse survivor annuity that equals 40% of your annuity, you elect the maximum survivor annuity for your current spouse, and you die before the former spouse's entitlement to a survivor annuity ends, the former spouse would receive a survivor annuity equal to 40% of your annuity and your widow(er) would receive a survivor annuity equal to 15% of your annuity. However, if the former spouse later loses entitlement to the survivor annuity (through remarriage before age 55 or death), your widow(er) would then receive a survivor annuity equal to 55% of your annuity.

- (6) Federal Employees Health Benefits coverage for your widow(er) can continue only if he or she receives a survivor annuity that is large enough to cover the withholdings.

Therefore, if a court-ordered former spouse survivor annuity will prevent your widow(er) from receiving any survivor annuity or a survivor annuity large enough to cover the health benefits withholdings, you may want to consider electing an insurable interest annuity for your current spouse.

**h. Electing An Insurable Interest Annuity For a Current Spouse**

- (1) If a former spouse's court-ordered survivor annuity will present your current spouse from receiving a survivor annuity that is sufficient to meet his or her anticipated needs (including Federal Employees Health Benefits coverage), you may want to elect an insurable interest annuity for your current spouse.
- (2) If you elect an insurable interest survivor annuity for your current spouse, you and your current spouse must both waive the regular survivor annuity. Therefore:
- (a) initial and complete box 4 in Section D of the SF 2801 naming your current spouse;
  - (b) complete Part 1 of SF 2801-2 and check box b;
  - (c) have Parts 2 and 3 of SF 2801-2 properly completed (i.e., spouse's consent to insurable interest benefit in lieu of regular survivor annuity).
- (3) If you elect an insurable interest survivor annuity for your current spouse and your former spouse loses entitlement before you die, you may request that the reduction in your annuity to provide the insurable interest annuity be converted to the regular spouse survivor annuity. (See "Annuity Election Changes After Retirement.") Your current spouse would then be entitled to the regular survivor annuity. In addition, if your former spouse loses entitlement after you die, your widow(er) can substitute the regular survivor annuity for the insurable interest survivor annuity.
- (4) If for any reason OPM cannot allow your insurable interest election for your current spouse, your current spouse will be considered elected for a maximum regular survivor annuity, unless your current spouse signs another SF 2801-2 consenting to less than a maximum regular survivor annuity.

**i. Voluntary Contributions And Survivor Annuity Election**

The following information applies only to employees who have made voluntary contributions to purchase additional annuity (see item 10 on page 10), or who are using excess retirement deductions (see item 3 on page 9) as voluntary contributions.

- (1) Survivor annuity that is purchased by voluntary contributions is not subject to the spousal consent requirement discussed on page 4, nor is it subject to court orders awarding survivor benefits to former spouses. Therefore, regardless of your marital status at retirement or the type of survivor election you make for your regular annuity:
- (a) You may elect NOT to provide a survivor annuity based on the voluntary contributions, or
  - (b) You may name any individual you want to receive the voluntary contributions survivor annuity. That is, the individual you name to receive the voluntary contribution survivor annuity does not need to be the same person you name as survivor annuitant under the regular survivor election made in item D of SF 2801.
- (2) If you are married and elect to provide a regular survivor annuity for your spouse (by checking Box 1a, Box 1b, or Box 3 of Item D on the SF 2801), your voluntary contributions annuity will **automatically** be reduced to

additional survivor annuity for your spouse, unless you attach a signed statement to your application for retirement in which (a) you state that you do not want to provide a survivor annuity based on the voluntary contributions, or (b) you name another person to receive this benefit, as explained in (4) below.

- (3) If you are single and elect an annuity payable only during your lifetime or if you are married and with your spouse's consent elect an annuity payable only during your lifetime (by checking box 2 of item D of the SF 2801), your additional annuity purchased by voluntary contributions will not be reduced to provide a survivor annuity, unless you elect otherwise, as explained below.
- (4) If you want to designate an individual to receive a survivor annuity based on your voluntary contributions, you must submit a signed statement which names the person who is to receive the voluntary contributions survivor annuity. (Only one person may be named.) The signed statement must be attached to your application for retirement. If you are electing a survivor annuity for a person other than a current spouse, the statement **MUST** include that person's full name, date of birth, Social Security number, and mailing address. (In this instance, you must also provide proof of the person's date of birth, such as a certified birth certificate.)
- (5) The reduction in your annuity to provide a survivor annuity based on your voluntary contributions depends upon the difference between your age and the age of the person named to receive the survivor annuity as shown in the table on page 4. The survivor's rate is 50% of your additional annuity after it is reduced to provide a survivor benefit. **IMPORTANT:** The reduction made in your annuity to provide the voluntary contributions survivor annuity will not be eliminated if the person you elect to receive this benefit dies, nor can you substitute another individual to receive the benefit.

#### Annuity Election Changes After Retirement

- a. You may name a new survivor or change your election if, not later than 30 days after the date of your first regular monthly payment, you file a new election in writing. If the person you named to receive a survivor annuity dies or your current marriage ends in death, divorce or annulment, you should write OPM, Employee Service and Records Center, Boyers, PA 16017, immediately if you want to change your election. (Note: If your marriage to the spouse you had at retirement continues, you must have his or her consent to any election that does not provide the maximum current spouse survivor annuity.)

Your first regular monthly payment is the first annuity check payable on a recurring basis (other than an estimated payment or an adjustment check) after OPM has initially adjudicated the regular rate of annuity payable under CSRS and has paid the annuity accrued since the time of retirement.

- b. When the 30-day period following the date of your first regular monthly payment has passed, you cannot change your election except under the circumstances explained in the following paragraphs.
- c. You may change your decision not to provide a survivor annuity for your spouse at retirement or you may increase the survivor annuity amount for your spouse at retirement if you request the change in writing no later than eighteen months after the commencing date of your annuity. You

must also pay a deposit representing the difference between the reduction for the new survivor election and the original survivor election, plus a charge of \$245.00 per each thousand-dollar change in the designated survivor's base. (Interest on the deposit must also be paid.) Such an election would cancel any joint waivers made at retirement. However, the total survivor annuity(ies) provided for former spouses (by court order or election) and the current spouse cannot exceed 55% of your annuity.

- d. The reduction in your annuity to provide a survivor annuity for your current spouse stops if your marriage ends because of death, divorce, or annulment. However, you may elect, within 2 years after the marriage ends, to continue the reduction to provide a former spouse survivor annuity for that person, subject to the restrictions in paragraph j. If you marry someone else before you make this election, your new spouse must consent to your election.
- e. The reduction in your annuity to provide a survivor annuity for a former spouse ends (1) when the former spouse dies, (2) when the former spouse remarries before reaching age 55, or (3) under the terms of the court order that required you to provide the survivor annuity for the former spouse when you retired. (Modifications of the court order issued after you retire do not affect the former spouse annuity.) However, if, at retirement, you had elected a survivor annuity for your current spouse (or another former spouse) the reduction will be continued to provide the survivor annuity for that person. If you have not previously made an election regarding a current spouse whom you married after retirement (or if your election regarding a current spouse at retirement was based on a waiver of spousal consent), you may, within 2 years after the former spouse's remarriage before age 55 or death, elect a reduced annuity to provide a survivor annuity for that current spouse. This election is subject to the restrictions given in paragraph j.
- f. If you were unmarried at retirement, you may elect, within two years after a post-retirement marriage, a reduced annuity to provide a maximum or less-than-maximum survivor annuity for your spouse, subject to the restrictions given in paragraph j.
- g. If you were married at retirement, that marriage ends, and you marry again, you may elect a reduced annuity to provide a maximum or less-than-maximum survivor annuity for your new spouse, subject to the restrictions given in paragraph j. However, if you remarry the same person you were married to at retirement and that person had previously consented to your election of no survivor annuity, you may not elect to provide a survivor annuity for that person when you remarry.
- h. If, at retirement, you received (by election or court order) a reduced annuity to provide a survivor annuity for a former spouse and you elected to provide an insurable interest survivor annuity for your current spouse, you may change the insurable interest election to a regular current spouse survivor annuity within 2 years after your former spouse loses entitlement (because of remarriage before age 55, death, or the terms in the court order), subject to restrictions (1) and (2) given in paragraph j.
- i. The reduction in your annuity to provide an insurable interest annuity ends if the person you named to receive the insurable interest annuity dies or when the person you named is your current spouse and you change your election as explained in paragraph h. The reduction also ends if,

after you retire, you marry the insurable interest beneficiary and elect to provide a regular survivor annuity for that person. If you marry someone other than the insurable interest beneficiary after you retire and elect to provide a regular survivor annuity for your new spouse, you may elect to cancel the insurable interest reduction.

- j. Post-retirement survivor elections are subject to the following restrictions:
  - (1) They cannot be honored to the extent that they conflict with the terms of a qualifying court order that requires you to provide a survivor annuity for a former spouse.
  - (2) They cannot be honored if they cause combined current and former spouse survivor annuities to exceed 55% of your unreduced annuity; and
  - (3) If, during any period after you retired, your annuity was not reduced to provide a current or former spouse survivor annuity, **you must pay into the Retirement Fund an amount equal to the amount your annuity would have been reduced during that period plus 6% annual interest.**
- k. Insurable interest elections are not available after retirement.

## SECTION E - INSURANCE INFORMATION

If you want to continue your Federal Employees Health Benefits (FEHB) and/or Federal Employees' Group Life Insurance (FGLI) coverages as a retiree, you must meet the following basic requirements. You must be retiring on an immediate annuity and you must have been enrolled in the program for the five years of Federal service immediately preceding your annuity commencing date, or if enrolled less than five years, the full period(s) of service during which coverage was available, FEHB coverage as a family member (and coverage under CHAMPUS) counts toward the five-year requirement for health benefits.

If you do not meet the enrollment requirement for continuing your FEHB coverage as a retiree, you may be eligible for temporary continuation of coverage as a separated employee. Your employing office will provide information about whether you can temporarily continue your health benefits coverage and how to enroll for it.

The FGLI Certification of Enrollment Booklet (SF 2817A) has more information about eligibility to continue your FGLI coverage as a retiree and the cost of coverage. If you are eligible to continue your FGLI basic coverage, you **MUST** complete an SF 2818, *Continuation of Life Insurance Coverage*. Any optional FGLI coverage you currently have and are eligible to retain as a retiree will automatically be continued unless you make some change. You may also want to file a FGLI designation of beneficiary form (SF 2823).

If you are under age 65, retire *on or after January 1 1990*, and elect to continue Basic Life Insurance coverage into retirement, you must pay the same premium as active employees until you reach age 65. If you elect either the 50% or No Reduction schedule (for coverage after reaching age 65) on the SF 2818, you must not only pay the regular insurance premium, but also the additional premium required for the extra coverage you will have after age 65. Premiums for the additional coverage after age 65 continue for life or for as long as you maintain the extra coverage.

If you appear eligible to continue your FEHB coverage, your agency will automatically transfer your enrollment to OPM. You do not need to do anything unless you want to make some change in your coverage.

Based on the documentation your employing agency is required to submit with your retirement application, OPM will determine whether

you are eligible to continue your health and life insurance coverage as a retiree. *However, if you have any questions about your eligibility, ask your employing office for assistance before you retire.*

## SECTION F - OTHER CLAIM INFORMATION

Item 1: If you have applied for, or received, workers' compensation from the Office of Workers' Compensation Programs (OWCP), U.S. Department of Labor, because of a job-related illness or injury, check the "yes" box and complete Schedule C.

In schedule C you should provide the following information:

- 1) If you are receiving (or have ever received) compensation, enter your compensation claim number(s), the beginning and ending dates of each period for which compensation was paid, and whether the benefits were a scheduled award or disability compensation.
- 2) If you have applied for, but are not receiving benefits, indicate whether your claim is pending or has been denied, and the claim numbers applicable.
- 3) Indicate whether you agree to notify us if the status of your workers' compensation claim changes. **Important: You may not legally receive both retirement annuity and workers' compensation (except for a scheduled award) for the same period of time.** Any overpayment of workers' compensation or retirement annuity you receive is subject to collection by the Office of Personnel Management or the Office of Workers' Compensation Programs.

The information requested regarding benefits from the Office of Workers' Compensation Programs is needed because the law prohibits the dual compensation which would exist if you received both a Civil Service retirement annuity and compensation for total or partial disability under the Federal Employees' Compensation Act. Note: The Department of Labor has determined that the alternative annuity lump sum payment is a payment within the terms of the dual compensation provision. If you receive the alternative annuity lump sum payment and later elect compensation from OWCP, no compensation would be payable until the amount of the lump sum payment and annuity paid is returned to the Civil Service Retirement System.

If you are applying for disability retirement, please include, as part of your SF 2824 submission, all medical evidence submitted to OWCP in connection with your compensation claim and any OWCP decision or evaluation of your claim.

Item 2: Indicate whether or not you have ever applied for retirement, refund, deposit or redeposit, or voluntary contributions under the Civil Service Retirement System. If you have, indicate which type in 2a and the applicable claim numbers in 2b. This helps to assure that all of your records are located and that proper credit is given for your service, and for any deposit, redeposit or voluntary contribution payments you may have made.

## SECTION G - INFORMATION ABOUT CHILDREN

Information about your children in your annuity claim file may help to expedite the processing of claims for survivor benefits in the event of your death. Therefore, you may, if you wish, complete Section G by providing the names and the dates of birth of your unmarried dependent children under the age of 18. Also list any child over the age of 18 and incapable of self-support because of a mental or

physical disability incurred before the age of 18. Check the box headed "disabled" by the name of each child to whom this applies. Completion of Section G is optional; the processing of your annuity application will not be delayed or otherwise affected if you do not complete it. Children will not be denied benefits after your death solely because they were not identified on your retirement application.

## SECTION H - APPLICANT'S CERTIFICATION

Be sure to sign (do not print) and date your application after reviewing the warning.

### Filing Your Application

Submit the completed application to your agency. Your agency must then complete the Agency Checklist of Immediate Retirement Procedures and Certified Summary of Federal Service (SF 2801-1) which are included in this package. These forms were included in this package so that you would have an opportunity to review and become familiar with the type of information and procedures your agency will need to process your application. After you submit your application, your agency will complete the SF 2801-1 and return it to you for your review and signature. If you are applying for disability retirement, your agency will also need to complete Forms SF 2824B, 2824D, and 2824E. (Be sure to ask your employing agency what documentation and evidence is necessary if you are applying for disability retirement.)

**IMPORTANT: YOU AND YOUR EMPLOYING AGENCY ARE JOINTLY RESPONSIBLE FOR THE COMPLETENESS AND CORRECTNESS OF THE CERTIFIED SUMMARY OF FEDERAL SERVICE. YOU SHOULD REVIEW IT CAREFULLY BEFORE SIGNING IT. IF YOU HAVE ALREADY SIGNED A SUMMARY (FOR EXAMPLE, DURING PRE-RETIREMENT COUNSELING) ASK YOUR AGENCY TO LET YOU REVIEW IT AGAIN. ANY ERRORS, OMISSIONS, OR DISCREPANCIES WILL DELAY THE PROCESSING OF YOUR APPLICATION, AND MAY RESULT IN INCOMPLETE CREDIT FOR SERVICE IN THE INITIAL ADJUDICATION OF YOUR APPLICATION.**

### What Happens After You File Your Retirement Application

#### 1. Your Employing Office

Your employing office will close out your records, using the Agency Checklist to assure that all necessary steps are taken. When this process (which includes paying you any unpaid compensation, such as for unpaid annual leave) has been completed, the agency will forward your application and records to OPM.

#### 2. OPM Acknowledgment

Within a few days after receiving your application, the Office of Personnel Management will send you an acknowledgment. This acknowledgment will give you your claim number, which will begin with the letters "CSA." This number will be very important to you as an annuitant because you will need to refer to it any time you write or call us in connection with your annuity. **IMPORTANT:** OPM cannot begin the processing of your application for retirement until we receive your application and retirement records from your agency. If you need to contact OPM about your application, and you have not received your

retirement (CSA) claim number, contact your former payroll office. Your former payroll office can advise you if your application and records were sent to OPM. If the records were sent, you should provide OPM with the payroll office number and the number and date of the Register of Separations and Transfers on which your retirement package was sent. (Your payroll office can provide you with this information) **DO NOT CONTACT OPM UNLESS YOUR RETIREMENT PACKAGE HAS BEEN SENT TO US.**

#### 3. Interim Annuity Payments

The next action OPM takes is a preliminary review of the records available at the time your application is received. If your entitlement to annuity is clear at this point, OPM will authorize interim annuity payments. These interim payments are usually lower than your actual annuity rate and are a means of preventing undue financial hardship while we process your application. You will receive a notice explaining your interim payment status.

#### 4. Alternative Annuity (Lump Sum Refund)

If you are eligible to elect an "alternative" annuity (lump sum refund of your retirement contributions with a reduced monthly benefit), OPM will send you specific information about this election during the processing of your application. If you are retiring because of a disability, or if you have a former spouse entitled by court order to benefits, you will not be eligible to elect an alternative annuity.

#### 5. Disability and Special Retirement Applications

Applications for disability retirement and special retirement as a law enforcement officer or firefighter are processed differently. For disability retirements, your agency will forward your application, evidence supporting your claim of disability, and preliminary records to OPM for disability determination based on review of both medical and nonmedical evidence. Interim annuity payments can be authorized only if and after the disability has been approved and your last day in a pay status is known to OPM. For law enforcement and firefighter retirement, your agency will forward evidence concerning your entitlement to this special provision. Interim annuity payments can be authorized only if and after OPM has approved your entitlement to this benefit.

#### 6. After Your Application Is Processed

When we finish processing your application, we will send you a package containing:

- 1) Your annuity statement,
- 2) A booklet containing general information about your annuity, and
- 3) If you are enrolled for health benefits, a leaflet giving information about the Federal Employee Health Benefits Program.

#### What to do if Your Address Changes Before Processing is Completed

This acknowledgment we send you will include a change of address form. If your address changes before you receive your acknowledgment, first contact your agency to find out if your application has been forwarded to OPM. If your agency has already forwarded your application to us, you will need to write us, giving your name, Social Security number, date of birth, the date of retirement, and the agency you retired from. If you have received your acknowledgment, remember to refer to your claim number. In addition, you should notify your former Post Office of your forwarding address.



## How to Have Your Annuity Payments Sent to a Bank or Financial Organization

Having your annuity payments sent directly to your bank or financial organization is both convenient and safe. It also assures that payments are deposited and available for your use, even when you are away from home. OPM will continue to send other information to your mailing address.

To have your payments sent to a financial institution, you may pick up an SF 1199A, Direct Deposit Sign-Up Form, from your bank. Both you and your bank must complete this form. If you send the form with this application, you may omit your retirement claim number—it will be filled in by OPM. But, if you wish to send an SF 1199A later, you MUST include your claim number. OPM will send you your claim number a few days after your application is received.

## Cost of Living Increases

1. **Limitation on amount of increase.** An annuity may not be increased by a cost-of-living adjustment to an amount that exceeds the greater of (a) the maximum pay payable for a GS-15 thirty days before the effective date of the adjustment, or (b) the final pay (or average pay, if higher) of the retired employee, increased by the overall annual percentage adjustments (compounded) in General Schedule rates of pay since the employee's retirement.
2. **Determination of amount of increase and effective date.** Cost-of-living increases are effective on December 1 and are payable in the January annuity payment. They are determined by the percentage increase in the average Consumer Price Index for the "base quarter" of the year in which they are effective over the "base quarter" of the preceding year. The "base quarter" is July, August, and September. The first cost-of-living increase you receive will be prorated to reflect the number of months you are on the retirement rolls before the increase is effective.

## Payment and Accrual of Annuity

All annuities are payable in monthly installments on the first business day of the month following the one for which the annuity has accrued. All annuities are adjusted to the next lower dollar.

The commencing date of most annuities is the first day of the month after pay ceases and all other requirements for title to annuity are met. There are three exceptions, however: (1) disability annuities, (2) annuities based on involuntary separations, and (3) annuities based on voluntary retirement of employees who are in pay status for three days or less in the month of retirement. In these three instances, annuities commence no later than the day after pay ceases and all other requirements for title to annuity are met.

## How Annuities are Computed

1. **Basic Annuity Computation** – The amount of your annuity depends primarily on your "high-3" average pay and length of service.
  - a. **High-3 Average Pay** – The "high-3" average pay is the highest pay obtainable by averaging the rates of basic pay in effect during any 3 consecutive years of service with each rate weighted by the time it was in effect.
  - b. **Basic Annuity Formula** – For employees generally, (a) take: 1-1/2% of the "high-3" average pay and multiply the result by 5 years of service; (b) add: 1-3/4% of the "high-3" average pay multiplied by years of service between 5 and 10; and (c) add 2% of the "high-3" average pay multiplied by all service over 10 years.

c. **Refunded Federal Service** – If you have not made a redeposit to the Retirement Fund to cover service for which you received a refund of retirement deductions, that service will not be considered in computing your annuity (except for computing your high-3 average pay). If you have received a refund of retirement deductions, we will send you information and offer you an opportunity to pay the redeposit at retirement. (If you are eligible for and elect an alternative annuity, the redeposit will be "deemed" paid.)

d. **Non-Deduction Service On or After October 1, 1982** – If you have performed creditable civilian service on or after October 1, 1982, during which no retirement deductions were withheld and for which you have not paid a deposit, that service will not be considered in computing your annuity (except for computing your high-3 average pay). If you have such service, you will be given an opportunity to pay the deposit, with interest, before we complete our action on your application. (If you are eligible for and elect an alternative annuity, the deposit will be "deemed" paid.) See item 7 below if you have non-deduction service performed before October 1, 1982, for which you have not made a deposit.

2. **Formula for Law Enforcement and Firefighter Personnel** – The basic annuity of an employee who retires under the special provision covering law enforcement and firefighter personnel is 2-1/2% of the "high-3" average pay, multiplied by 20 years of law enforcement and/or firefighter service, plus 2% of the high-3 average pay multiplied by all service over 20 years. (Information concerning other special computations such as those for certain air traffic controllers, congressional employees, retirement under provisions of the Panama Canal Treaty, etc., may be obtained from your employing agency.)
3. **Limitation on Basic Annuity** – The basic annuity may not be more than 80% of the employee's "high-3" average pay. Retirement deductions withheld after the month the 80% limitation is reached are, at separation, set aside as a special credit. At retirement, this special credit is applied to any unpaid deposit or redeposit. Any balance, or the entire special credit if no deposit or redeposit is due, is refundable before annuity has been granted or may be used as voluntary contributions to purchase additional annuity as explained in item 10. In the absence of written election by the employee, attached to the application, the refund will be automatically authorized.
4. **Guaranteed Minimum Disability Annuity** – An employee retiring before age 60 on account of total disability is guaranteed a minimum basic annuity which amounts to the LESSER of (a) 40% of the "high-3" average pay, or (b) the sum obtained by using the formula in item 1 above, but increasing the length of actual service by the period between the date of the employee's separation for retirement and the date age 60 is reached.

If the basic "earned" annuity computed in item 1 above is greater than the guaranteed minimum, this basic "earned" annuity is used instead. Persons receiving military retired pay or pension or compensation from the Department of Veterans Affairs in lieu of military retired pay are generally not eligible for the guaranteed minimum annuity computation.

5. **Reduction for Early Retirement** – Unless retirement is on account of disability, or under the special provision for law enforcement or firefighter personnel, the annuity of an employee who retires before age 55 will be reduced by 1/6 of 1% (2% a year) for each full month, if any, under age 55.

6. **Reduction for Alternative Annuity** – An employee who elects an alternative annuity benefit will receive a lump sum payment of his or her unrefunded retirement contributions, including post-1956 military deposits, and a reduced monthly annuity. Note: Deposits and redeposits that are "deemed" paid are not included as part of the lump sum payment. The amount of the reduction in annuity is based on the employee's age at retirement and amount of retirement contributions. Employee's retiring on disability or who have a former spouse who is entitled by court order to receive a portion of the employee's annuity or a survivor annuity cannot elect an alternative annuity. Married employees must obtain their current spouse's consent in order to make a valid election.
7. **Reduction for Non-Deduction Service Performed Before October 1, 1982** – An employee who performed creditable civilian service before October 1, 1982, during which no retirement deductions were withheld from salary and for which no deposit has been made, will have his or her annual annuity reduced by 10% of the amount due as deposit. The deposit consists of the amount which would have been withheld as retirement deductions, plus interest. Retiring employees who want information on paying the deposit should attach a signed statement to that effect to the application for retirement. Note: If an employee is eligible for and elects an alternative annuity, the amount due as deposit at retirement for civilian service may generally be "deemed" paid.
8. **Reduction for Survivor Annuity** – This reduction is explained under "INSTRUCTIONS FOR COMPLETING APPLICATION FOR IMMEDIATE RETIREMENT", Section D - Annuity Election.
9. **Reduction for Unpaid Post-1956 Military Service** – Previously, when military service was used in the computation of annuity at the time of retirement, the annuity would be reduced at age 62 to exclude the military service performed on or after January 1, 1957, if the annuitant was eligible, or would be eligible upon application, to receive Social Security old-age benefits. (If the annuitant was age 62 or over at the time of retirement and was eligible, or would be eligible upon application to receive Social Security old age benefits, the military service was not included in the computation of the annuity.) Now, employees who were first employed in a position subject to the civil service retirement law before October 1, 1982, may pay a deposit for military service performed after 1956 in order to avoid the reduction that

would otherwise take effect if he or she becomes eligible for social security benefits at age 62.

The deposit is 7% of the military basic pay received for such service, plus interest at a variable rate determined by the U.S. Department of Treasury. However, no interest is charged if the deposit was paid before October 1, 1986, or within three years of the date the employee first became subject to the civil service retirement law, if later. The deposit must be paid to the employing agency before separation. Failure to pay the deposit to the agency voids any further right to pay it at a later date.

Those employees who were first employed on or after October 1, 1982, must pay the deposit for post-1956 military service in order to receive credit for that service in the computation of annuity. That is, unless the deposit is paid, no credit for post-1956 military service will be allowed regardless of whether the annuitant is or will become eligible for social security benefits.

If you performed military service after 1956, ask your employing agency how the above provisions affect you or your survivors and how you may make the deposit if you wish to do so.

10. **Additional Annuity (Voluntary Contributions)** – An employee who, in addition to the amounts withheld from salary, has made voluntary contributions to the Retirement Fund will be paid, in addition to the regular annuity, \$7.00 per year, plus \$0.20 for each full year the individual is over age 55 at retirement, for each \$100.00 in his or her voluntary contributions account. If, with respect to voluntary contributions, an employee elects a survivor annuity, the additional annuity purchased will be reduced based on the difference between the annuitant's age and the survivor's age as shown in the table on page 4. The survivor's additional annuity will be 50% of the employee's additional reduced annuity. Note: The additional annuity purchased by voluntary contributions is not increased by cost-of-living adjustments.
11. **Unused sick leave** – An employee who retires with any unused sick leave will have the number of working days represented by such leave added to the years of service for the purpose of computing the annuity. Additional annuity earned thereby will not be subject to the 80% limitation on basic annuity. Days of unused sick leave may not be used in determining average pay or length of service for annuity eligibility.

#### Privacy Act Statement

Solicitation of this information is authorized by the Civil Service Retirement law, the Federal Employees' Group Life Insurance law, and the Federal Employees Health Benefits law (Chapters 83, 87, and 89, of title 5, U.S. Code). The information you furnish will be used to identify records properly associated with your application for Federal benefits, to obtain additional information if necessary, to determine and allow present or future benefits, and to maintain a uniquely identifiable claim file. The information may be shared, and is subject to verification, via paper, electronic media, or through the use of computer matching programs, with national, state, local or other charitable or social security administrative agencies in order to determine benefits under their programs, to obtain information necessary for determination or continuation of benefits under this program, or to report income for tax purposes. It may also be shared and verified as noted above with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security number. Furnishing the Social Security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on your application. Information you provide about your unmarried dependent children may be used to expedite their claims after you die; however, your failure to supply such information will not affect any future rights they may have to benefits.